

**COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA**

DSB LIST # 16-13 **ITEM #** 1 **DSB PUBLIC NOTICE DATE:** August 24, 2016

LAST DATE FOR FILING APPLICATION IS: September 14, 2016 at 2:00 PM

The Board requests applications to be submitted by any of the following firms:

(X)	Architect	()	Engineer
(X)	Architect/Engineer (A/E)	()	Other:

PROJECT NUMBER: **DPH1641 – ST1**

PROJECT TITLE: **Mass Department of Public Health, Jamaica Plain Campus
Tower Building - Phased Renovation**

PROJECT LOCATION: **William A. Hinton State Laboratory Institute
305 South Street
Jamaica Plain, MA 02130**

AWARDING AGENCY: **Division of Capital Asset Management and Maintenance (DCAMM)**

APPROPRIATION SOURCE: **Chapter 237, Section 13 of the Acts of 2014**

AVAILABLE AMOUNT: **\$82,600,000**

ESTIMATED CONSTRUCTION COST: **TBD by this Study**

TOTAL FEE, excluding reimbursables or any authorized per diem payments, based on scope of work and services authorized if project is completed.

(X)	Lump Sum Established Set Fee for Study Phase Per M.G.L. C.7C, §50	<u>\$750,000</u>	dollars
(X)	Lump Sum Established Set Fee for Schematic Design Per M.G.L. C.7C, §50	<u>\$685,000</u>	dollars
(X)	Lump Sum Established Set Fee (<u>subject to a credit in the amount for the Lump Sum Fee established for Schematic Design above</u>) for Final Design Phase Per M.G.L. C.7C, §50, based on the approved estimated construction cost in the certified study.	<u>8</u>	percent

IMMEDIATE SERVICES AUTHORIZED:

(**X**) CERTIFIABLE BUILDING STUDY
(**X**) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
() OTHER:

It is intended that the following continued services will be required of the selected Designer, and approval of the Designer by the DSB for the study phase shall also constitute approval of the Designer for continued services at the Awarding Authority's discretion. If the Awarding Authority determines that the continued services will not be required of the Designer then the Awarding Authority must notify the Designer and the Board, upon making that determination.

(**X**) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
(**X**) CONSTRUCTION PLANS AND SPECIFICATIONS
(**X**) ADMINISTRATION OF CONSTRUCTION CONTRACT
() OTHER:

MBE/WBE PARTICIPATION:

In accordance with M.G.L. C.7C, §6 and Executive Orders 526, 559 and 565, DCAMM has established a minimum combined MBE/WBE participation goal of 17.9% of the overall value of the study and final design contracts for this project. Applicants must utilize a mix of both MBE and WBE firms whose participation, when added together, meets the

overall combined goal set for the Contract. The combined goal requires a reasonable representation of both MBE and WBE firm participation. The Combined MBE/WBE goal must be met within the list of requested prime and sub-consultants. All applicants must indicate in the prime firm's application how they or their consultants will meet these goals and will be evaluated on that basis. Further information about the MBE/WBE Program appears in the DSB Public Notice at pages 4-8 titled "Participation by Minority Owned Businesses and Woman Owned Businesses," in the Commonwealth of Massachusetts Contract for Study, Final Design, and Construction Administration Services (June 2016) at Attachment C, and on the Supplier Diversity Office (formerly SOMWBA) website: <http://www.mass.gov/sdo>. Applications from MBE and WBE firms as prime consultant are encouraged. Applicants that are themselves MBE or WBE certified will be required to bring a reasonable amount of participation by a firm(s) that holds the certification which is not held by the applicant to the project. Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation, or have only nominal participation by one or the other to meet the combined goal, will not be considered responsive. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet the MBE/WBE goal. Consultants to the prime can team within their disciplines in order to meet the MBE/WBE goal, but must state this relationship on the organizational chart (Section 6 of the application form).

APPROPRIATION LANGUAGE:

Citation from Appropriation 4000-2022, Acts of 2014, Chapter 237

For costs associated with planning and studies, dispositions, acquisition of land and buildings and interests therein by purchase, prepayment of lease for a term that exceeds the useful life of the facility, gift or other transfer or by eminent domain pursuant to chapter 79 of the General Laws, for the preparation of plans and specifications, repairs, construction, renovations, improvements, asset management and demolition for health and human services facilities, all as the commissioner of capital asset management and maintenance, in consultation with the secretary of health and human services and the appropriate commissioners of the departments within the executive office, shall consider appropriate; provided, that costs payable from this item shall include, but not be limited to, the costs of leases of temporary relocation space or equipment as required for completion of a project and the costs of engineering and other services essential to these projects rendered by the division of capital asset management and maintenance employees or by consultants specified in this item...

GENERAL SCOPE OF WORK:

This project involves the study, design, and construction of a phased renovation of the Tower Building (the Tower) also known as the William A. Hinton State Laboratory Institute, at the Massachusetts Department of Public Health (MDPH) – Jamaica Plain (JP) Campus. The Tower houses two MDPH bureaus: the Bureau of Infectious Disease and Laboratory Sciences and the Bureau of Environmental Health, both of which provide critical services for epidemiologic investigation, testing and screening for the Commonwealth. A primary goal of this study is to ensure that the Tower will continue to support the essential work of these Bureaus in the short and long term recognizing that it is the only facility in the state that performs tests for rabies, arboviruses, botulism, pandemic strains of influenza and that can adequately test for chemical and biological agents of terrorism.

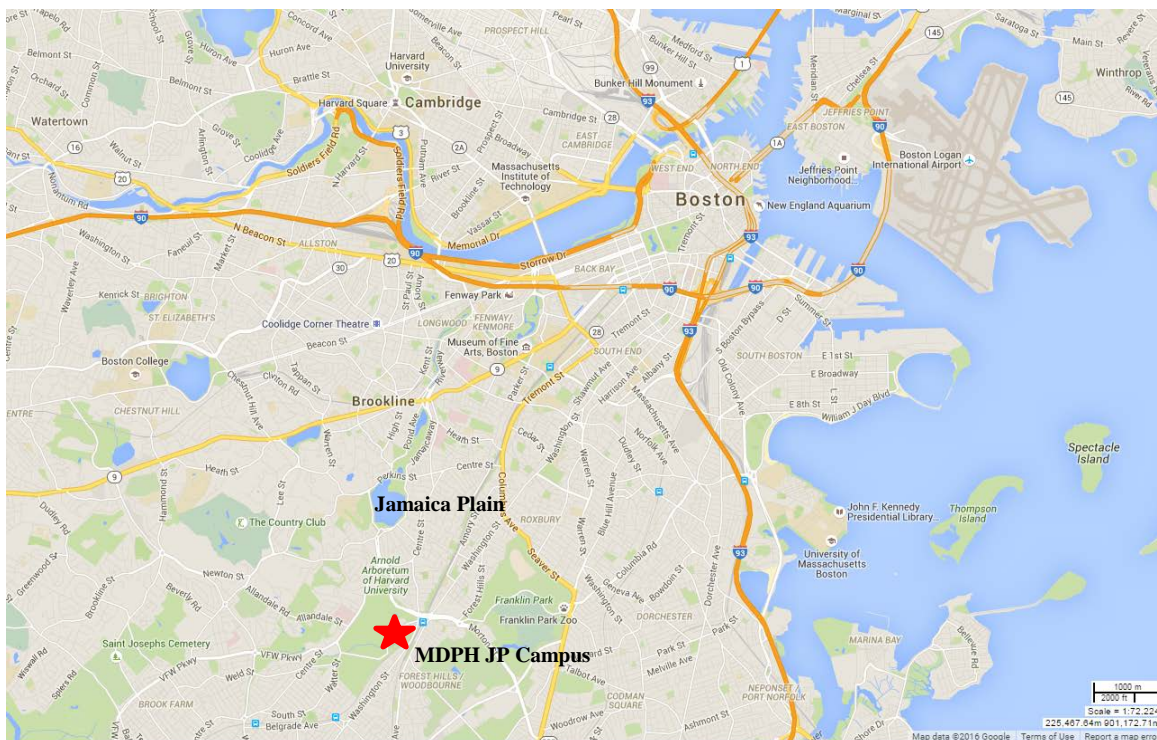


MDPH JP Campus – Tower Building

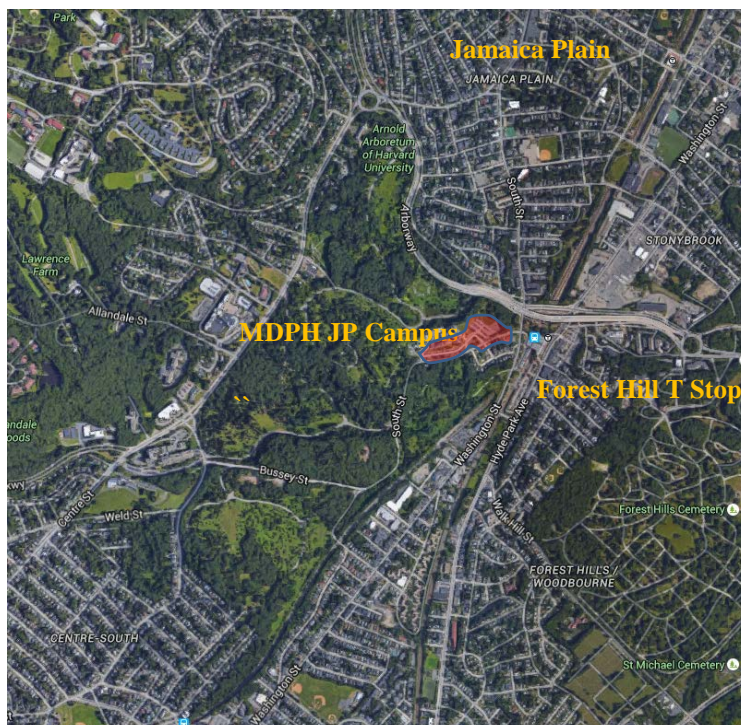
DCAMM, the Executive Office of Health and Human Services (EOHHS) and the Department of Public Health (DPH) are seeking a Design Team with the professional skills and experience to strategically plan for and construct a phased renovation of the Tower that will address its complex programmatic, technical and aesthetic challenges, especially in light of the fact that it must maintain its mission critical services 24/7/365 throughout construction and make the best use of limited capital funds.

SITE

The JP MDPH Campus is located at 305 South Street in the Boston neighborhood of Jamaica Plain directly adjacent to the Arnold Arboretum and in very close proximity to the MBTA Forest Hill “T” and Commuter Rail Station. This 11 acre site with proximity to the state population center, transportation hub, ports of entry--particularly Logan International Airport--and medical centers, is vital to both DPH’s and federal partners’ ongoing work (CDC, FBI, Homeland Security, etc.).

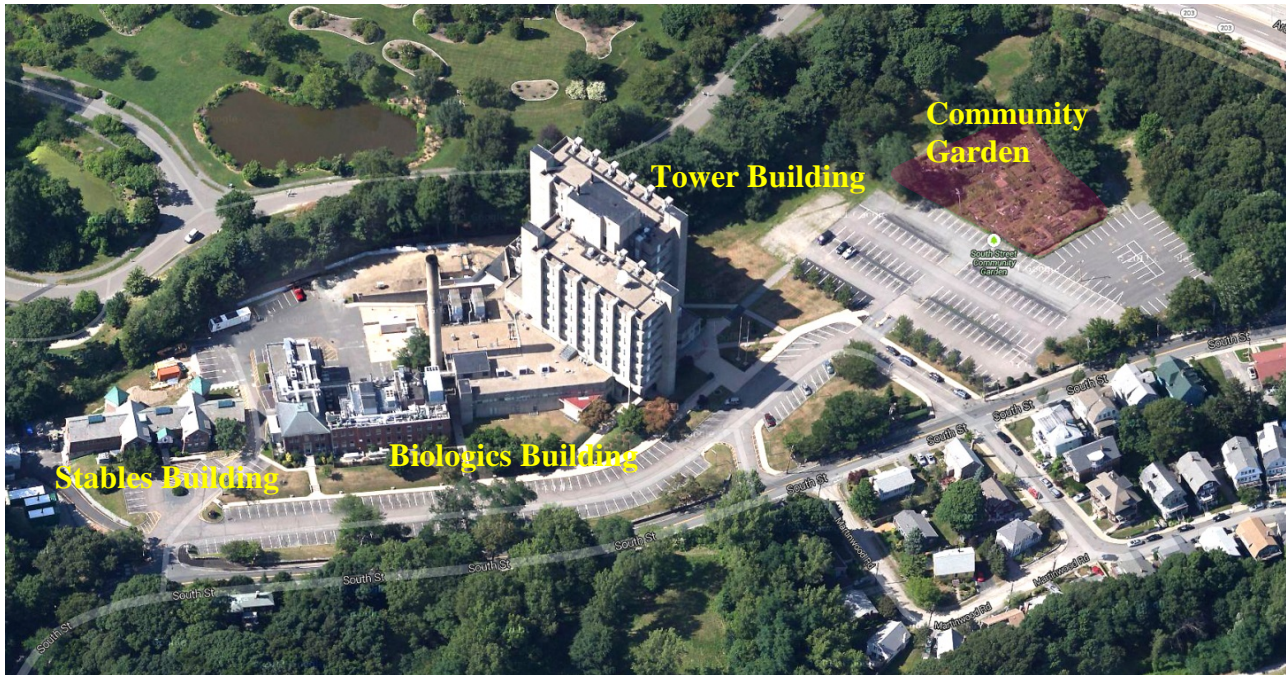


MDPH Jamaica Plain Campus in the Context of the City of Boston



MDPH Jamaica Plain Campus in the context of Jamaica Plain

The Tower is one of three major buildings on the campus along with the Biologics Building and the Stables Building located at MDPH's JP Campus.



MDPH Jamaica Plain Campus - Bird's Eye Photo

Design Excellence

This is an important project for the Commonwealth that is expected to achieve a high level of Design Excellence. DCAMM, EOHHS and DPH have identified the parameters below as essential to achieving this goal.

- An exemplary architectural outcome that is purposeful, economical and that models a renovation and reuse approach to 1970's cast in place concrete buildings;
- A facility that aligns with best practice standards for modern office and laboratory space planning and design, including Bio-Safety Level 3 labs. These standards require: flexible layouts that can be readily reconfigured to support programmatic evolution, encourage interdisciplinary collaboration, accommodate appropriate growth, assure security controls, and provide state-of-the-art building infrastructural systems;
- A Design Team composition tailored to address both the aesthetic and technical, aspects of the project through careful consideration of in-house members, consultants and potentially joint partners. MEP Engineers, the lab planner and the architectural designer should be proposed carefully as they will all play an essential role in the success of this project;
- A reflection of the Commonwealth's commitment to better stewardship of the state's assets, and the improvement of facilities management and maintenance by accounting for operating costs, ease of operations and maintenance, energy conservation, universal design goals and enhanced resilience in the face of ever escalating climate change and societal threats;
- A strategically crafted implementation plan that acknowledges the Tower will be occupied throughout all phases of construction with only limited swing space and that ensures there is no disruption of the Tower's 24/7/365 mission critical services. The plan should:
 - Account for and minimize the effects of construction vibration and environmental contaminants;
 - Plan for interim utility requirements;
 - Anticipate the need for rapid recertification of the labs;
 - Maintain secure access to and in the facility during construction ;
 - Maintain compliance with select agent standards, Clinical Laboratory Improvement Amendments (CLIA) requirements and any other relevant regulations;
 - Minimize displacement and relocation of staff and associated laboratory capacity.
- The Designer's effective teaming with a Construction Manager (CM) and/or an Owner's Project manager (OPM) to be hired by DCAMM early in the Study to address the need for careful and strategic construction and phasing in

the context of mission critical continuation of operations and the programmatic and technical complexity of the project.

Budget

The combined Total Project Cost (TPC) for all phases of this project (to be identified and prioritized by this study) is \$82.6 million and the construction is anticipated to be phased over 5 years. The Designer for this Study should be prepared, if selected by DCAMM, to continue beyond the Study certification to design and administer construction for all phases.

BACKGROUND

The Bureaus

The MDPH JP Campus provides critical support for the Bureau of Infectious Disease and Laboratory Sciences (BIDLS) and the Bureau of Environmental Health (BEH). Below is brief description of the mission, key services and future needs of each of these bureaus.

Bureau of Infectious Disease and Laboratory Sciences

The Bureau of Infectious Disease and Laboratory Sciences is organized into two sections:

Infectious Disease Section

The Mission of the Infectious Disease Section is to protect the health of the people of Massachusetts by tracking the incidence and prevalence of infectious agents and associated human diseases, preventing new infections, and ensuring access to medical care and support services for persons affected by infectious disease. Key Services of the Infectious Disease Section are:

- Epidemiologic tracking of over 90 infectious agents and associated human diseases. Collection of laboratory results, clinical case reports, and epidemiologic investigation data. Analysis of data to detect clusters of disease, identify sources of infection, and assess disease impact on particular populations;
- Directly provided clinical care, directly observed therapies, contact and partner support services, and community health worker interventions to interrupt chains of disease transmission;
- Purchase and distribution of pediatric and adult vaccines to advance immunization against vaccine-preventable diseases;
- Coordination of infectious disease investigations with local health departments, training and technical support for clinical providers, and education of the public on infectious disease prevention;
- Procurement of public health service contracts statewide for clinical and community-based organizations to provide prevention, treatment, and support services that address HIV/AIDS, sexually transmitted infections, viral hepatitis, and tuberculosis.

The Infectious Disease Section consists of the following Divisions, Offices, and Programs:

- Division of Epidemiology and Immunization
 - Epidemiology Program
 - Immunization Program
- Division of STD Prevention
- Division of Global Populations and Infectious Disease Prevention
 - Tuberculosis Program
 - Refugee and Immigrant Health Program
- Office of HIV/AIDS
- Office of Integrated Surveillance and Infectious Disease Services
- Office of Research and Evaluation
- Office of Health Care Planning
- Public Health Nursing Program
- Office of Administration and Finance

The future needs of the Infectious Disease Section are:

- The consolidation of its current three locations into one facility to advance managerial oversight and program integration;
- The accommodation of an estimated 20% growth in its staff complement over the next ten years.

Laboratory Sciences Section

The mission of Laboratory Sciences Section is to protect the health of the people of Massachusetts through excellence in public health laboratory science by providing rapid and effective laboratory services in response to terrorism events, emerging infectious diseases, and other public health threats and emergencies. The Laboratory Sciences Section maintains the MA State Public Health Laboratory (MA SPHL). Key services of the Laboratory Sciences Section are:

- MA SPHL tests for diseases of public health significance (including HIV, tuberculosis, hepatitis, mosquito borne illness like eastern equine encephalitis (EEE), rabies, food borne illness like salmonella and E. coli, and vaccine preventable diseases like measles, influenza, mumps and rubella).
- MA SPHL functions as part of a national response system on chemical and biological threats. These laboratories test for toxic chemicals like arsenic and nerve agents as well as environmental agents like anthrax.
- MA SPHL must provide a 24/7/365 public health response to infectious disease outbreak and terrorist threats. Under federal authorization the Laboratory Sciences Section is the point of response to these situations. MA SPHL operates under specialized protocols established by the Centers for Disease Control (CDC). Other laboratories are not designed for this kind of response. Areas include chemical threat response, biothreat response, molecular biology, and BioWatch in the molecular virology division.
- MA SPHL provides critical data and works jointly with the Infectious Disease Section to monitor outbreaks and to detect and identify emerging viruses and other threats like new strains of influenza.

The future needs of the Laboratory Sciences Section are:

- SPHL must be designed for maximum flexibility to respond to seasonal and emergent disease, as well as critical interdisciplinary collaboration and quality controls across all labs and the Infectious Disease Section. Biosafety Level 3 (BSL-3) labs must be supported by a state-of-the-art HVAC system.
- Because MA SPHL is a critical 24/7/365 operation, any renovation plan must account for and mitigate construction vibration and environmental contaminants, plan for utility requirements and anticipate the need for rapid recertification of the labs without any interruption in services.

Bureau of Environmental Health

BEH has a broad mission of protecting the public health from a variety of environmental exposures. The BEH responds to environmental health concerns and provides communities with epidemiologic and toxicological health assessments. There are nine programs within BEH. Key services of the Bureau of Environmental Health include:

- Investigation of potential environmental exposure concerns and/or disease elevations identified by environmental regulatory agencies, the Massachusetts Cancer Registry, the DPH Birth Defects Registry, those reported by the public, and others.
- BEH programs support the Department's mandates, including compliance with minimum standards for sanitation, food establishment inspections, compliance with the Massachusetts Lead Law, environmental monitoring in communities within Emergency Planning Zones of nuclear power plants, laboratory response to radioactive material releases, compliance with the state and federal beaches acts, and legislatively mandated disease surveillance.

Two **BEH** programs occupy the Tower Building: the Food Protection Program and the Radiation Control Program's Environmental Radiation Laboratory (MERL).

Food Protection Program

The mission of the Food Protection Program is to ensure a safe and wholesome food supply in the Commonwealth by developing regulations, policies and interpretations; conducting routine inspections; conducting foodborne illness complaint investigations and responding to other food emergency incidents; participating in cooperative food safety inspection programs with other state, federal and local agencies; offering educational programs; and undertaking regulatory enforcement actions such as embargoes, administrative sanctions, and civil or criminal penalties. Key Services of the Food Protection Program are:

- License and inspect all food manufacturing facilities in MA; provide training and technical support to local Boards of Health, who license and inspect all retail food establishments in MA.
- Coordinate a Rapid Response Team of food safety specialists and environmental scientists who work with epidemiologists and laboratorians in BIDLs to investigate and control outbreaks or incidents involving food contamination.
- Collect food samples and clinical specimens; conduct environmental investigations and mitigation at food manufacturing facilities; and provide environmental investigation assistance at retail food establishments.

The future needs of the Food Protection Program are:

- Critical collaborations with BIDLs must be maintained in order to conduct environmental assessments, respond to emergencies effectively and rapidly, and investigate “farm to table” food concerns in a comprehensive manner;
- Information confidentiality must be maintained;
- Sufficient accommodations for staff and required support space must be provided.

Radiation Control Program

The mission of the Radiation Control Program (RCP) is to protect the health and safety of the residents of the Commonwealth from the harmful effects of ionizing and non-ionizing radiation. Key Services of the Massachusetts Environmental Radiation Laboratory (MERL) are:

- Perform radiological analyses on a variety of environmental and regulatory samples for the Radiation Control Program. Samples are submitted to MERL from regulatory activities performed by inspectors at the locations of the licensees of radioactive materials, and from emergency response activities where there has been an incident involving radiation. MERL also accepts samples submitted by other state and local agencies;
- Function as part of a national and state response system on radiological and nuclear threats. These laboratories test for radioactivity in environmental and food chain samples. The MERL is an integral part of the New England Compact on Radiological Health Protection. (Massachusetts General Laws Chapter 801 of Public Acts of 1967);
- Provide a 24/7/365 public health response in the event of a nuclear power plant accident or radiological/nuclear homeland security event;
- Operate under specialized protocols established by the U.S. Environmental Protection Agency, Federal Emergency Management Agency, Nuclear Regulatory Commission and the Food and Drug Administration.

The future needs of the MERL are:

- A state-of-the art HVAC system to support analytical and environmentally sensitive radiation counting equipment as well as appropriately designed laboratory hoods;
- A stable, reliable and uninterrupted power supply;
- The provision of sufficient accommodations for staff and required support space.



The Tower Building

The Tower Building is an approximately 208,000 gross square foot, eight story high-rise, constructed in the early 1970's in what is commonly referred to as the “brutalist” style of Architecture. This style is characterized by the use of cast in place concrete construction, strong forms and the expression of the building's structure and services on the exterior of the building which in the Tower can be seen in the outboard placement of the columns and mechanical shafts. The basement plus the first and second floors make up the larger footprint of the Tower which, in turn, forms a plinth of support functions for the twin six story laboratory portions above. Given the sophistication and complexity of the Mechanical, Electrical and Plumbing (MEP) systems in the Tower, special consideration should be given to the MEP Team members proposed.

(For a full description of the building and building systems see Facility Condition Assessment provided below under the ADDITIONAL SUPPORTING DOCUMENTS section of this advertisement).

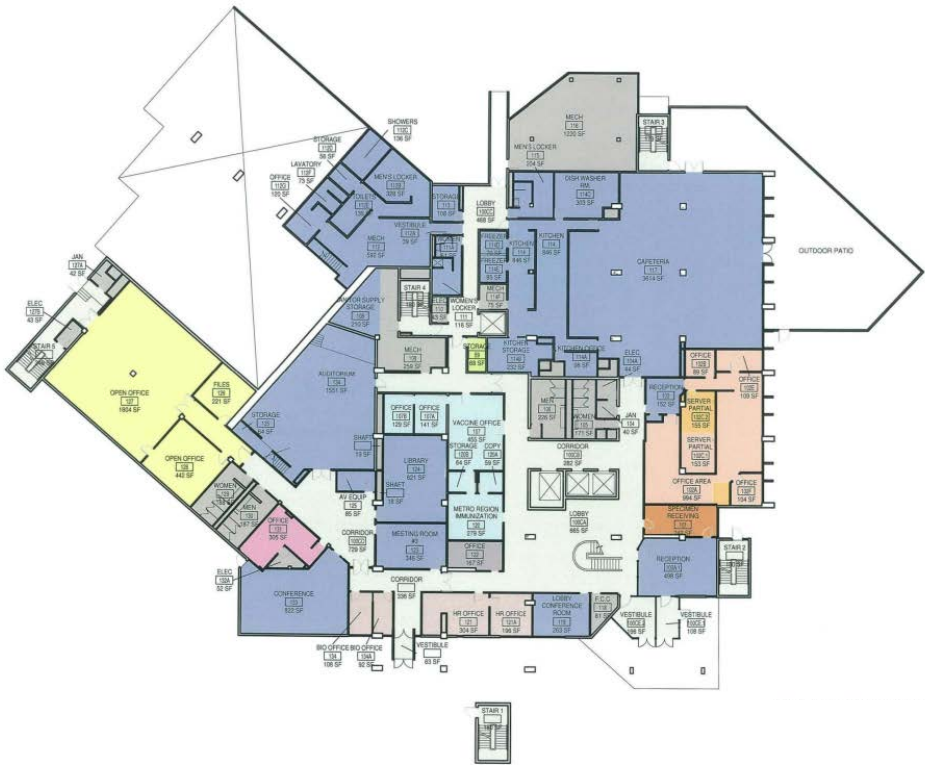
The Tower has served as the State's primary laboratory facility for over 40 years. Designed by Desmond and Lord, Inc., it houses laboratory, administrative and research space that, at the time of its opening in 1974, represented the most cutting edge laboratory and office planning practices of the day. However, laboratory procedures, technology, and methods have changed dramatically and office planning requirements have evolved. Having moved away from personnel-dependent media cultures and microscopy toward more automated platforms and molecular (genetic) testing, the facility requires equipment that demands reliable power, ventilation, and IT supports – a reality not envisioned in the early 1970's when the building was designed. Overall: laboratory equipment has typically decreased in size while the types and volume of

tests have increased; equipment has become more sensitive to environmental conditions placing ever increasing demands on IT and HVAC systems; and flexible laboratory spaces that can be reconfigured in response to changing technology and emerging diseases and that promote interdisciplinary are in increasing demand.

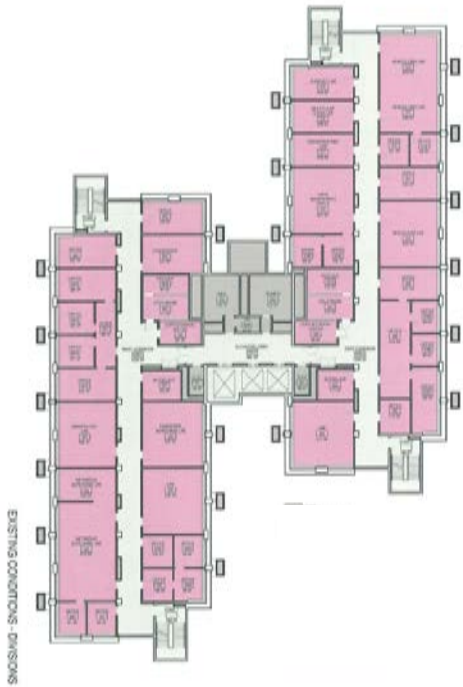
As might be expected for a building of its vintage, the Tower has accumulated many and varied deferred maintenance issues and the building requires alignment with current safety, security, accessibility, sustainability and resilience standards that have advanced since its opening. There have been many updates to Tower since its opening, as well as, several projects underway, some planned for the near future and some yet to be identified by this study. Services provided under this contract must incorporate and/or coordinate with earlier and on-going projects at the Tower.

Because of the need to coordinate this work and because of its complexity, size and cost, DCAMM, EOHHS and DPH are taking the opportunity to develop a comprehensive renovation plan for the short and long term life of the Tower that employs the most efficient, coordinated, least disruptive, and most cost effective approach that achieves the goals of EOHHS, DPH and DCAMM.

Representative Floor Plans



Lower "Plinth" Floor



Upper Floor Twin Towers

STUDY PROCESS

This study, as well as the design and construction process, will involve an interactive process with the Designer's Team, the Construction Manager (CM) and/or the Owner's Project manager (OPM), DPH, EOHHS, ANF and the DCAMM Team comprised of representatives from various DCAMM offices, including: programming, design & construction, energy, accessibility, facilities management & maintenance, security, and DCAMM's Interiors Group.

DETAILED SCOPE OF WORK:

All interested applicants are advised that DCAMM wishes to incorporate Schematic Design for this proposed project into the Study Phase of this planning effort. The required corresponding scope of work and fee have been adjusted accordingly.

Certifiable Building Study and Schematic Design

The Designer must be prepared to enter into a contract and begin work immediately upon selection.

The Certifiable Building Study will establish the program, scope, estimated construction cost (ECC) and schedule for the project. Interim reports and other deliverables will be produced at critical points during the Study process. Upon satisfactory completion of the Study, including a comprehensive schematic design package (in accordance with the DCAMM Designer Procedures Manual) and with a corresponding cost estimate and subject to availability of the required funding, project certification by the user agency and secretariat representatives, and the DCAMM Commissioner, will take place and the effort will proceed into preparation of full design documents and a bid package.

Recognizing that further investigations beyond the study may be required to accurately determine the impact of a particular issue, the Design Team's obligation during the study is to identify those issues and use their professional expertise to anticipate, estimate and document the potential impact. Additional services to augment the scope of work in the Work Plan may be authorized as needed. The Designer should not perform any additional services without prior approval from DCAMM.

The tasks identified below are representative for the purposes of this advertisement and are by no means fully inclusive.

Task 1 - Project Start Up & Work Plan

Task 2 - Program Development & Existing Conditions Documentation and Analysis

Task 3 - Development & Evaluation of Alternatives

Task 4 - Development & Evaluation of Preferred Concept & Schematic Design

Task 5 - Draft & Final Reports

Task 1 – Project Star Up & Work Plan

Project Start Up:

- Attend "A" Conference to review all project requirements and DCAMM administrative and project management policies, procedures and protocols.
- Conduct "S" Workshop with DCAMM and user agency working group to review project goals and objectives, planning process, schedule of milestones, information and data requirements, etc. All design team members (including sub-consultants) will be introduced to the user group, and their roles and responsibilities described. The Designer should assume bi-weekly working sessions throughout the duration of the study phase unless otherwise notified.

Work Plan:

- Upon contract signing, the Designer, with DCAMM, will generate a Project Work Plan that will provide a detailed Scope of Work (SOW) including all required Tasks, Deliverables, Schedule and Fee Breakdown for this Study. Both DCAMM and the Designer will review and approve this Work Plan. Written notice-to-proceed with the project will be based on approval of the workplan by the DCAMM Director of Programming. The approved workplan will constitute a formal amendment to the Designer's Contract. During the course of the Study new opportunities or constraints may be uncovered and require a re-thinking of original intentions. If necessary, a

memo will be issued outlining any revisions to the Work Plan that might be required. The Work Plan at a minimum will include:

- A statement of understanding of the vision, goals, scope, budget, and schedule for the project;
- Confirmation of team members' roles and their expected participation including MBE/WBE participation;
- Evaluation of the preliminary TPC developed by DCAMM;
- A detailed schedule of meetings and workshops through the study phase including key attendees, draft topics agendas, projected time frames for design and construction, and permitting timeline.

Task 2 – Program Development & Existing Conditions Documentation and Analysis

During this phase of the study, the emphasis will be on collecting and analyzing data and documentation which will inform the alternatives developed in Task 3.

- **Program**

The Designer, with their laboratory planning consultant, will confirm all program requirements for the Bureaus. This will include an analysis of the existing program relative to right-sized standards as well as future program requirements. The Designer will provide a narrative that justifies program needs as well as a preliminary tabular program expressed in net square feet with net to gross ratios and gross square feet requirements, and typical room layouts and adjacency diagrams indicating key relationships and technical requirements. The program will be reviewed and endorsed by EOHHS, DPH, and DCAMM before proceeding to the development of alternatives. The Designer will:

- Schedule and facilitate a tour (s)/site visit(s) of comparable laboratory facilities to assist DPH and DCAMM in the planning process;
- With the laboratory planning consultant, analyze the bureaus' current and future needs relative to their programmatic evolution, best practices for modern laboratory and office planning, applicable regulations, future trends and goals for consolidation;
- Interview EOHHS and DPH representatives to gain a thorough understanding of their mission, programs, staffing, functional and technical requirements and any other relevant planning-design considerations;
- Provide a narrative which documents and presents a justification for all programmatic needs and requirements;
- Develop detailed tabular space program broken down by individual functional area and sub-area and identifying all net useable square footage, and all gross space requirements. Confirm program is detailed enough to ensure its accommodation in the existing Tower. Evaluate the program with respect to industry standards and norms as well as the established budget;
- Provide typical room layouts and spatial adjacency diagrams indicating key relationships, and technical requirements;
- Outline building systems requirements.

- **Scope – Site and Building**

- Existing Documentation Review and Analysis
 - Review documentation provided by DCAMM and identify any additional material or information needed to complete this Study;
- Existing Building and Site Conditions Analysis and Documentation
 - Have architectural and engineering teams perform a visual survey, supplemented by destructive testing, if necessary, to confirm building conditions and to support accurate conceptual pricing;
 - Review and update the 2014 Facility Conditions Assessment (see ADDITIONAL SUPPORTING DOCUMENTS below);
 - Interview DCAMM Energy Team, facility and maintenance staff, and local code officials for input on condition, use and operation of building. Review operations and maintenance procedures with DCAMM facilities staff and identify areas of potential improvement and alignment with current best practices;
 - Review Executive Order 484, LEED criteria, and other applicable performance data. Develop a project base case profile for energy and water use and proposal to comply with Executive Order 484;
 - Provide a thorough survey and analysis of hazmat conditions including scope, methods and cost for remediation as required to do this project;
 - Develop analytical framework for measuring construction and operating cost impacts during

- study and design phases;
 - Provide a complete code analysis including a comprehensive Chapter 34 analysis. Identify necessary permits, reviews and interactions with regulatory agencies and factor into detailed timeline for project delivery. Detail all relevant deficiencies or concerns and propose approaches for resolution to be incorporated in the alternatives developed in Task 3. DCAMM will utilize its Accessibility Consultants to provide technical assistance and oversight for accessibility compliance during the study, design and construction process. The Designer is responsible for coordinating all work with DCAMM's Accessibility consultant.
- **Cost**
 - Provide a current assessment of the construction cost escalation rate for similar buildings in Mass;
 - Recommend potential options to reconcile preliminary costs with project budget for review by DCAMM;
- **Schedule**
 - Prepare preliminary design and construction schedule and phasing plan. Show in detail permitting and regulatory reviews required and their impact on timeline. Outline an approach to maintain 24/7/365 operation of the Tower in light of the need to keep the Tower occupied and fully operational during all phases of construction with only very limited swing space;
- **Deliverables**
 - Complete annotated list of all documentation provided to the Designer by DCAMM;
 - List of additional documentation or information identified by Designer as required to complete this Study;
 - Updated Facilities Conditions Assessment;
 - Base document set including:
 - Site Plan;
 - Dimensioned floor plans, elevations and sections developed to BIM Level 200. (Note: DCAMM's Office of Facilities Management and Maintenance will make instrumental use of the BIM in the future maintenance and operation of the building);
 - Photographs documenting conditions of the building and site;
 - Overall summary and building condition narratives at Uniformat II Level 3;
 - Complete code analysis identifying permits, reviews and interactions with regulatory agencies required; and including a comprehensive Chapter 34 analysis;
 - Summary of findings, issues and factors expected to have an impact on design alternatives and costs;
 - Draft prioritized list of recommended Life Safety, access, MEP and other required building systems, site and infrastructure improvements to be considered;
 - Workshop materials for Cost Analysis Workshop and Project Review Workshop(s);
 - Conduct workshop to present analysis and key findings to confirm project scope, budget, performance standards and schedule.
 - Technical memorandum on costs, including life cycle cost analysis, possible approaches to cost control, and results of workshops.
 - Meeting Minutes.

Task 3 – Development & Evaluation of Alternatives

This phase of the study will focus on developing and analyzing a minimum of three to five meaningful alternatives for a Phased Renovation of the Tower. These scenarios will define and prioritize the deficiencies in the building and site and identify the best and most cost effective approach to address them and achieve the goals of this study.

- **Program**
 - Create and analyze three to five meaningful alternatives for implementing the recommended program in phases;
 - Provide blocking and stacking diagrams and illustrate internal adjacencies and collaboration opportunities for each;
 - Indicate any site issues. Include circulation diagrams and indicate accessible paths of travel.
- **Scope – Site and Buildings**
 - Develop a master list of facility deficiencies and proposals to address them;
 - Present a matrix that illustrates a pros and cons analysis of alternatives in regards to criteria established by the Designer, DPH, DCAMM and the CM including but not limited to: accomplishing the goals of DPH and DCAMM, feasibility, constructability, reduction of energy and water consumption, improved overall resilience of the building, improved accessibility throughout the building and site, impact on maintenances and operations, cost avoidance, construction schedule, implementation difficulty and potential impact on day to day operation of building and any other implementation requirements and criteria identified by the

- Designer's Team, DPH, DCAMM or the CM;
- Identify and define Priority Phased Projects for near and long term implementation.
- **Cost**
 - Provide cost estimate in Unifomat for all alternatives;
 - Conduct a Cost Workshop
- **Schedule**
 - Further develop the project schedule for design through construction including required permits and associated required regulatory review which can impact the schedule;
 - Evaluate schedule options and issues, including swing space needs and timing.
- **Deliverables:**
 - Documentation of findings;
 - Prioritized list of phased projects illustrating construction and funding schedule,
 - Cost analysis including a cost estimate and life cycle cost analysis workshop;
 - Comparative matrix illustrating pros and cons in regards to DPH & DCAMM goals for the project, costs, construction schedule, and potential implementation impact;
 - Technical memorandum on costs, including comparable costs and assessments, possible approaches for cost control, and results of workshops;
 - Meeting Minutes

ST-GW – Project Review Workshop

A half-to-full day workshop, led by the design team, will be scheduled to provide all project participants and stakeholders an opportunity to comment on the key issues identified by the Study and to review the alternative concepts and preferred option selected from the work in Task 3. An appropriate presentation should be prepared for the Project Review Workshop and the selected alternative refined and documented per the outcome of the Workshop.

Task 4 – Development & Evaluation of Preferred Concept & Schematic Design

Outline the preferred Phased Renovation Strategy and plan for its implementation distilled from the alternatives and as directed by DCAMM and DPH and as informed by the CM. Include comments from the Project Review Workshop(s) and Cost Workshops. Prepare the following package as part of the certification documentation:

- **Program**
 - Narrative outlining all components to be included in the building and rationale for inclusion;
 - Finalized detailed tabular program listing all programmed and support spaces;
 - Revised relationship diagram depicting important adjacencies;
 - Revised room data sheets with room layouts as required for illustration, equipment lists and performance requirements.
- **Scope – Site and Building**
 - Narrative that clearly outlines the preferred renovation strategy and phased projects as well as the rationale for their selection including a detailed approach to maintaining the 24/7/365 operation of the Tower;
 - Schematic Design Package per the DCAMM Designer's Procedure's Manual; LEED checklist and energy and water use estimates as required for EO 484 compliance; Architectural, MEP systems, and site narratives.
- **Cost**
 - Detailed cost estimate in Unifomat II Level 3.
- **Schedule**
 - Detailed review of applicable codes, permits and compliance requirements;
 - Implementation schedule including required permitting, reviews, construction phasing, required move and swing space coordination and other critical logistics, enabling projects, etc.;
- **Schematic Design**
 - Prepare and submit a Schematic Design Package in full accordance with DCAMM's Designer's Procedures Manual.

Task 5 –Draft & Final Reports

• **Deliverables: Draft and Final Report**

- Draft report compiling and revisiting the products of Task 2, 3, 4 and 5 for review and comment by DCAMM and DPH;
- Final Report that incorporates comments from the draft report for certification in required digital and hard copy formats. The report package should provide a sufficiently detailed information package that describes all relevant aspects of the proposed phased renovation strategy and includes: the executive summary, project narrative, project justification and rationale for selection of consensus renovation plan, schematic design package, final ADA, Operations, MEP and site narratives, code analysis, energy costs, sustainable and resilient design approach, a phased construction cost estimate and narrative, an operating cost analysis, and a proposed project schedule (Gantt chart).
- Executive Briefing Power Point Presentation

ADDITIONAL SUPPORTING DOCUMENTS:

The scope of work for this project is supported by the materials listed below, which are available for review and download on the Designer Selection Board website.

- **Facility Conditions Assessment Study – Tower, Biologics, and Stables Buildings** by Kling Stubbins, dated January 2014.
<http://www.mass.gov/anf/docs/dcam/dsblist/dsb161301-dph-jp-tower-facility-condition-asement-2014.pdf>
- **Boiler Replacement and Energy Conservation Measures Feasibility Study** by Kling Stubbins, dated September 2014.
<http://www.mass.gov/anf/docs/dcam/dsblist/dsb161301-msl-boiler-replacement-and-ecm-study-final.pdf>
- **MDPH Laboratory JP- State Public Health Laboratory - Feasibility Study** by Payette, dated November 2015.
<http://www.mass.gov/anf/docs/dcam/dsblist/dsb161301-mdph-jp-feasibility-study-final-report-submitted-to-legislators.pdf>

GENERAL CONDITIONS OF THIS CONTRACT:

Contract for Study, Final Design, and Construction Administration Services

DCAMM uses one standard *Contract for Study, Final Design and Construction Administration Services* (June 2016) (“Study/Design Contract”). The contract will be signed when the study services are procured, but there will be a break from the Study Phase to Design Phase for study certification and finalizations of the Design and Construction Administration scope of services. Designers awarded a contract for the Study Phase *are not* guaranteed to be awarded the Design Phase.

Study Phase: Pursuant to a recent revision to M.G.L. c. 7C Section 59, the Schematic Design will be included in the certified study. DCAMM has established a goal of eight months to complete a study, including Schematic Design. If selected for study services, the applicant agrees to execute the Study/Design Contract or its successor, without revisions or modifications. DCAMM compensates the Designer during the Study Phase for approved products in accordance with the approved work plan.

Design Phase: DCAMM has established a goal of ten months to complete design (DD and CD). At the conclusion of the study, if the applicant is requested by DCAMM to perform final design services, the applicant agrees to amend the Study/Design Contract’s scope of services to include final design and construction administration services, and the certified study, and any other documents as necessary.

<http://www.mass.gov/anf/docs/dcam/dlforms/forms/study-design-combination-contract-07-7-16.pdf>

Veteran Owned Business Participation - Chapter 108 of the Acts of 2012; Executive Order 565

The Commonwealth encourages the participation of Service-Disabled Veteran-Owned Business Enterprises (“SDVOBE”) and Veteran-Owned Business Enterprises (“VBE”) on its design projects. The benchmark for combined SDVOBE and VBE participation on DCAMM and other “state assisted building” projects is 3% of the contract price as set forth in the standard DCAMM Study and Design Contracts referenced above.

Financial Statement

Chapter 7C, Section 51 requires that on public design contracts where the total design fee is expected to exceed \$10,000 or for the design of a project for which the estimated construction cost is expected to exceed \$100,000 the designer shall:

- a) File its latest CPA or PA audited financial statement with the Division of Capital Asset Management and Maintenance (DCAMM), and continue to do so annually throughout the term of the contract;
- b) Submit a statement from a CPA or PA that states that they have examined management's internal auditing controls, and expresses their opinion regarding those controls.

DCAMM Procedures

The designer will follow the procedures established in DCAMM's Designer Procedures Manual dated August 2008 (<http://www.mass.gov/anf/docs/dcam/dlforms/designers-procedures-manual-aug08.pdf>). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: <http://www.mass.gov/dcam>.

PMAS

Consultants will be required to use DCAMM's electronic web-based Project Management and Accounting System (PMAS) as a repository for all project correspondence, documentation, and project budgeting, and scheduling. No special software is required.

Workshops

DCAMM and the Designer will hold periodic workshops to ensure that critical issues are not overlooked and that all team members have an opportunity to contribute their expertise, to anticipate potential obstacles, to identify potential solutions, and to expedite the decision-making process. Attendance by key design team members will be required at all workshops.

Executive Order 484

This project shall comply with all applicable requirements of Executive Order 484 (EO 484): see <http://www.mass.gov/anf/docs/dcam/dlforms/energy/energy-eo484-final.pdf>. All building studies shall include preliminary estimates of the project's energy use, water use, and greenhouse gas emissions using protocols established by EOEEA or as determined by DCAMM. No building study shall be certified for final design unless all means, methods, and commitments required to mitigate the project's impact on the operating agency's plan for meeting EO 484's goals are documented in the consensus solution, implementation plan, and estimated construction cost.

LEED Certification

This project shall be certifiable at a level of Mass LEED Plus requirements. All measures proposed to achieve a LEED rating shall be incorporated into Final Design as part of the Designer's base fee; administration of the certification process by the Designer during the Final Design and Construction phases of the project will be considered an extra service.

Universal Design

Design solutions provided under this contract are expected to provide environments elements that meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. DCAMM welcomes innovative design strategies that are usable by the widest range of people operating in the widest range of situations without special or separate design.

Accessibility

The consultant's design must comply, *at a minimum*, with 521 CMR, The Rules and Regulations of the Architectural Access Board (<http://www.mass.gov/eopss/consumer-prot-and-bus-lic/license-type/aab/aab-rules-and-regulations.html>), as well as the 2010 ADA Standards for Accessible Design (<http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm>). When the requirements of these two laws differ the consultant shall comply with the one that provides the greater degree of accessibility. The consultant is also expected to understand and reflect in its design the civil rights obligations of the Commonwealth under Title II of the Americans with Disabilities Act (http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm) to provide equal access to programs, services and activities. DCAMM will use its Accessibility Consultants to provide technical assistance and oversight for accessibility compliance during the study, design and construction process, including accessibility audits of existing buildings.

Environmental and other supplemental services

DCAMM reserves the right to obtain supplemental services through independent consultants who will collaborate with the Principal-in-Charge (P.I.C.) and the project team. Asbestos inspection, design and monitoring, and indoor air quality testing and monitoring will be extra services under this contract.

Construction Specifications

The designer shall utilize the DCAMM Standard Specification.

Cost Estimating

Cost estimates, cost models, and estimator participation in both the study and the design phases shall meet the requirements of the current DCAMM *Cost Estimating Manual* and will be submitted in Unifomat II in the study phase and in both Unifomat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at <http://www.mass.gov/anf/docs/dcam/dlforms/cem-feb06.pdf>, and Unifomat II can be found at <http://fire.nist.gov/bfrlpubs/build99/PDF/b99080.pdf>.

Building Information Modeling (BIM)

Building Information Modeling (BIM) will be used in the study, design, and construction phases of the project. The BIM List of Services can be found at <http://www.mass.gov/anf/docs/dcam/pubblgdgconstr/16-2-27-bim-list-of-services.pdf>. This List of Services document is a general statement of DCAMM's current requirements regarding the use of Building Information Modeling technology in agency projects. The specific requirements regarding use of the BIM will vary depending on the nature of the project, the Levels of Development delineated in the DCAMM approved BIM Execution Plan for the project, and the diverse purposes for which DCAMM will use the BIM during the life cycle of the facility from design through facility operations. In all instances, the language of the project contract(s) will be controlling.

Building Commissioning

DCAMM will include an independent third party building commissioning as part of this project. The Commissioning Agent will develop in collaboration with DCAMM an operations and maintenance plan as a reimbursable expense during the building commissioning phase. The commissioning agent will meet with DCAMM's design team during planning, design and construction to evaluate design proposals and make recommendations to ensure the maintainability and operational efficiency of the new building.

CM at Risk

The construction of this project will be performed utilizing a construction management at-risk (CMAR, sometimes referred to as CM/GC) contract in accordance with MGL Chapter 149A. It is anticipated that the CM will be on board during the Schematic Design phase of the project.

Integrated Project Delivery Approach/Lean Construction Tools

To the extent allowed under the Commonwealth public procurement laws and regulations, DCAMM may elect to use some aspects of an Integrated Project Delivery (IPD) approach, as generally described in the AIA document *Integrated Project Delivery: A Guide* (2007) – (see http://info.aia.org/SiteObjects/files/IPD_Guide_2007.pdf for informational purposes). To the extent the IPD approach and/or Lean Construction Tools conflict with DCAMM's contract terms or the laws governing DCAMM, then the contract documents and laws shall take precedence. DCAMM's preliminary approach to IPD will use Construction Manager at Risk procurement with the goal that DCAMM, Client Agency, Designer, CM, Trade Partners, and other key stakeholders will work as an integrated project delivery team within the existing statutory and contractual frameworks.

DCAMM may elect to use Lean Construction Tools as part of the IPD project delivery approach. The Lean Tools that DCAMM may use in connection with the project include Value Stream Mapping, Set Based Design, Target Value Design, A3 Decision-making, and Last Planner™ - (see http://www.leanconstruction.org/media/docs/LCI_Glossary12232015.pdf for informational purposes).

CONDITIONS FOR APPLICATION:

Current or updated Master File Brochures must be on file with the Board. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to the lesser of \$5,000,000 or 10% of the Project's Fixed Limit Construction Cost, but in no event less than \$250,000 per claim in accordance with the Study Contract and Design Contract (i.e., minimum coverage of \$250,000 up to \$5,000,000 depending on the construction cost). DCAMM may seek additional coverage for the selected designer, and if so will bear the cost of the additional

coverage. Note that the requirement for professional liability insurance shall apply to both the Contract for Study Services and Contract for Final Design and Construction Administrative Services when a project is advertised for both study and design services.

APPLICATION EVALUATION – PERSONNEL

Applications will be evaluated based on the applicant and consultant's personnel and extent of compliance with MBE/WBE participation goals. Please see Section 6 on DSB Application Form: On the organizational chart, identify the team by listing them in the same order as below. Include resumes for all personnel.

- | | |
|---------------------------------|--|
| 1. Architect (P.I.C.)* | 6. Landscape Architect |
| 2. Mechanical Engineer (M/P/FP) | 7. Specifications Consultant (independent consultant required) |
| 3. Electrical Engineer | 8. Cost Estimator (independent consultant required) |
| 4. Structural Engineer | 9. MA Building Code Consultant (independent consultant required) |
| 5. Civil Engineer | 10. Security Consultant |
| | 11. Laboratory Planner |

*Should the advertisement require the applicant to be either an Architect or an A&E firm, the P.I.C. or P.M. must be a Registered Architect in the Commonwealth of Massachusetts.

Where an "independent consultant" is required the Applicant may not provide the services "in house." If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately on the organizational chart.

APPLICATION EVALUATION – PROJECT EXPERIENCE

Applications will be evaluated based upon the requirements of M.G.L. Ch. 7C §49 and the work listed on DSB Application Form Sections 8, 9 AND 10 which illustrate current qualifications in the following areas:

- | | |
|---|---|
| 1. Constructed project experience of the Designer and their consultants in strategic phased renovation planning, programming, budgeting, scheduling, designing and construction of comparable laboratory/office buildings that required 24/7/365 operation be maintained throughout construction. | 4. Significant experience of the MEP engineers with the planning, design and construction of comparable laboratory renovations that included BSL-3 laboratories. |
| 2. Documented project experience as the lead designer for sustainable and resilient building and site designs, including the reduction of energy and water use in laboratory facilities preferred. | 5. Relevant experience of the Designer and the Laboratory Planner with comparable laboratories facilities that included Bio-Safety Level (BSL)-3 laboratories. Examples should illustrate lab spaces that are flexible and adaptable and that meet industry benchmarks for modern state of the art facilities including the requirement for laboratory (re)-certifications. |
| 3. Firm depth of resources and significant experience of the Designer's project manager and their consultants' project managers on constructed comparable projects. | 6. Designer experience with Ch. 149A projects (CM at risk). |

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and General Instructions - **DSB Application Form (Updated July 2016)** are included with this Public Notice and available for download at www.mass.gov/dcam/dsb

Applications that are incomplete will be rejected. Applications that are submitted on a form other than **DSB Application Form (Updated July 2016)** may be rejected as non-compliant and not be considered by the Board. Applications received at the DSB Office after the advertised deadline will not be considered.